

Education Bureau Circular Memorandum No. 7/2017

From: Secretary for Education

To: Supervisors / Heads / Teachers of
All Day Schools

Ref: EDB/CPC/8/5

Date: 13 January 2017

Nomination for Election of the Council on Professional Conduct in Education 2017

Summary

The purpose of this circular memorandum is to provide supervisors, heads and teachers with relevant information about the Council on Professional Conduct in Education (the Council) and to invite them to make nominations for election to the teacher-nominated category of the Council. The nomination period for the Council election 2017 will commence on 13 January 2017 and close on 24 February (12:00 noon) 2017. The new term of office is from 1 May 2017 to 30 April 2019.

Details

2. Following the recommendation of Education Commission (EC) Report No. 5, the Council was set up in April 1994. The Council is a non-statutory body to advise the Government on measures to promote professional conduct in education. The terms of reference of the Council comprise the following three items:

- (a) To advise the Government on measures to promote professional conduct in education;
- (b) To draft operational criteria defining the conduct expected of an educator and to gain widespread acceptance of these criteria among all sectors of the education community through consultation; and
- (c) To advise the Permanent Secretary for Education on cases of disputes or alleged professional misconduct involving educators.

3. To keep up with changes in society and the continuous development of education, the Education Bureau (EDB) has enhanced the composition of the Council in accordance with the recommendations set out in the EC Report on Review of the Present Framework and Mechanism for Promoting and Upholding Teachers' Professional Conduct in 2015. It has 28 seats under four categories, namely teacher-nominated category (13 seats), organisation-nominated category (8 seats), parent representative-nominated category (3 seats) and Permanent Secretary for Education-nominated category (4 seats).

4. Nominations for election to the teacher-nominated category for the new term of office from 1 May 2017 to 30 April 2019 are now invited. Teachers may run for election either as school nominees or as independent candidates. Leaflets on the Council and the election posters will be distributed to schools shortly. The following documents are attached for your information and necessary action:

Information about the Council and the Council Election 2017

Annex I	General Information on the Council on Professional Conduct in Education
Annex II	General Rules for the Council Election for Teacher-nominated Category
Annex III	Time Schedule of the Election of the Council on Professional Conduct in Education 2017
Annex IV	Addresses of District School Development Sections and Joint Office for Kindergartens and Child Care Centres

Nomination Form and Information Sheet on Candidate

Annex V	Nomination Form for School Nominee
Annex VI	Nomination Form for Independent Candidate
Annex VIIa	Information Sheet on Candidate (to be completed by School Nominee / Independent Candidate and must be submitted)
Annex VIIb	Campaign Literature (optional)

Nominations for Election to the Teacher-nominated Category

(A) Teachers as School Nominees

5. Only the serving regular registered teacher supported by the largest number of teachers in the school is eligible for nomination by the school (please refer to Section B (1) at Annex II). If a school wishes to nominate an eligible teacher to stand for election to the Council, the school head and the school nominee should submit the following documents to their respective Chief School Development Officer (for secondary, primary and special schools and kindergartens) or the Chief Services Officer (Joint Office for Kindergartens and Child Care Centres) (for kindergarten-cum-child care centres) before the deadline for nomination (relevant addresses are listed at Annex IV):

- (a) Nomination Form for School Nominee (Annex V);
- (b) Information Sheet on Candidate (Annex VIIa) and Campaign Literature (Annex VIIb) (**if any**); and
- (c) A copy of the nominee's teacher registration certificate except for nominees teaching in government schools.

(B) Teachers as Independent Candidates

6. Teachers may also run for election as independent candidates if they have the support of 60 serving registered or permitted teachers teaching in the same type of schools, namely aided secondary schools, government secondary schools, Direct Subsidy Scheme (DSS) and private secondary schools, aided primary schools, government primary schools, DSS and private primary schools, special schools and kindergartens (please refer to Section B (6) at Annex II). Teachers who **run as school nominees cannot run as independent candidates and vice versa**. Independent candidates should submit the following documents to the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau at Room 702, 7/F, Kowloon Government Offices, 405 Nathan Road, Kowloon during office hours [Mondays to Fridays (except Public Holidays): from 8:30 am to 1:00 pm and from 2:00 pm to 6:00 pm] before the deadline for nomination:

- (a) Nomination Form for Independent Candidate (Annex VI);
- (b) Information Sheet on Candidate (Annex VIIa) and Campaign Literature (Annex VIIb) (**if any**); and
- (c) A copy of the candidate's teacher registration certificate except for candidates teaching in government schools.

(C) Deadline for Nomination

7. Both school nominees and independent candidates should read Annexes I to IV before submitting the nominations. Arrangements should be made for all nomination forms together with the information sheets on candidates, and the campaign literature (**if any**) to reach the officers concerned as listed at paragraph 5 and/or paragraph 6 above by registered mail or by hand **before 12:00 noon on Friday, 24 February 2017**. Should you return the form by registered mail, it is advisable that you send it well in advance to ensure that it reaches the officers concerned by the deadline. **Nomination forms received thereafter will not be accepted.**

8. The deadline will be extended to 12:00 noon of the next working day if Tropical Cyclone Warning Signal No.8 or above or Black Rainstorm Warning Signal is in force during 9:00 am and 12:00 noon on 24 February 2017.

Election Arrangements in Schools

9. As in the last exercises, the election for teacher-nominated category will be conducted in schools under the supervision of the school head, or the deputy head in case the school head is himself/herself a candidate. **All schools**, irrespective of whether or not they have made nominations, **are requested to nominate two teachers to be the Returning Officers** who will arrange to collect ballot papers and return the voting results to their respective Chief School Development Officers (for secondary, primary and special schools and kindergartens) or the Chief Services Officer (Joint Office for Kindergartens and Child Care Centres) (for kindergarten-cum-child care centres). **Details of the duties and nomination of Returning Officers will be set out in the circular memorandum on preparation for the Council Election to be issued to schools in March 2017.**

Enquiries

10. Enquiries related to this circular memorandum should be directed to the Secretariat of the Council on Professional Conduct in Education at 2780 8432 or 2780 8427.

Benjamin YUNG
for Secretary for Education

c.c. Heads of Sections – for information

**General Information on
the Council on Professional Conduct in Education**

(A) Background

On the recommendation of Education Commission Report No. 5 (ECR5), the Council on Professional Conduct in Education (the Council) was set up in April 1994. It has 28 seats of four categories, namely teacher-nominated category, organisation-nominated category, parent representative-nominated category and Permanent Secretary for Education-nominated category. An Executive Committee and several Sub-committees are set up under the Council. For more information about the background, please refer to the website of the Council at <http://cpc.edb.org.hk>, and/or access Chapter 8 of ECR5 on EDB's website at <http://www.edb.gov.hk>, following this path: About EDB > Publications and Statistics > Major Reports > Reports Issued on or Before 2000 > Education Commission Report No. 5.

(B) Terms of Reference

- (a) To advise the Government on measures to promote professional conduct in education;
- (b) To draft operational criteria defining the conduct expected of an educator and to gain widespread acceptance of these criteria among all sectors of the education community through consultation; and
- (c) To advise the Permanent Secretary for Education on cases of disputes or alleged professional misconduct involving educators.

(C) Structure

The Council has a total of 28 seats under four categories as follows (Council members shall serve as individuals, not as representatives of any sectoral interest):

Teacher-nominated Category (Total: 13 seats)	
Category	No. of seat(s)
Secondary Schools	
Aided	3
Government	1
Direct Subsidy Scheme (DSS) and Private	1

Category	No. of seat(s)
Primary Schools	
Aided	3
Government	1
Direct Subsidy Scheme (DSS) and Private	1
Special Schools	1
Kindergartens	2

(b)

Organisation-nominated Category (Total: 8 seats)	
Category	No. of seat(s)
Teacher Education Universities (TEUs, formerly known as Teacher Education Institutions)	1
School Sponsoring Bodies (SSBs)	3
School Councils and Associations of School Principals	3
Associations of Teachers	1

(c)

Parent Representative-nominated Category (Total: 3 seats)	
Category	No. of seat(s)
Parents	3

(d)

Permanent Secretary for Education-nominated Category (Total: 4 seats)	
Category	No. of seat(s)
EDB Representative	1
Lay Members	3

(D) Method of Formation

(a) Teacher-nominated members

Each school may nominate a serving regular registered teacher (including the school head) as a candidate. Sixty serving registered or permitted teachers in the same type of schools¹ may also nominate a serving regular registered teacher from that type of schools as an independent candidate.

All serving teaching staff (including school heads and temporary teachers employed on a monthly basis) who have registered with the Education Bureau are eligible to vote for candidates of their respective school type, i.e. teachers from aided secondary schools may vote for candidates from aided secondary schools, and teachers from government secondary schools may vote for candidates from government secondary schools, and so on. Candidates shall be elected by a **majority vote** within their respective categories.

(b) Organisation-nominated members

Education organisations, including **TEUs**, **SSBs**, **School Councils and Associations of School Principals**, and **Associations of Teachers**², may nominate candidates or vote in the Council election. Local TEUs and SSBs, as well as School Councils, Associations of School Principals and Associations of Teachers that have been approved to join the Hong Kong Teachers' Centre as an organisation-member before the commencement of the nomination exercise for the next Council term (i.e. on or before 31 December 2016) may each nominate a representative as a candidate, and cast one vote to fill the seat(s) of their respective category. Candidates with the **majority vote** shall become Council members.

(c) Parent representative-nominated members

On the recommendation of the EC's Report on Review of the Present Framework and Mechanism for Promoting and Upholding Teachers' Professional Conduct, parent representatives become Council members through the nomination of the Committee on Home-School Co-operation.

¹ Types of schools include aided secondary schools, government secondary schools, DSS and private secondary schools, aided primary schools, government primary schools, DSS and private primary schools, special schools and kindergartens.

² Associations of Teachers include the following categories of organisation-members of the Hong Kong Teachers' Centre: Teachers' Unions, Subject-related Organisations, Educational Commentary and Research Organisations, and Other Educational Organisations.

(d) Permanent Secretary for Education-nominated members

Lay members and a representative of the Education Bureau become Council members through the nomination of the Permanent Secretary for Education.

(E) Election of Chairperson and Vice-chairperson

The Chairperson and the Vice-chairperson of the Council shall be elected by members of the Council. If the Chairperson elected comes from the organisation-nominated category, the Vice-chairperson shall come from the teacher-nominated category, and vice versa.

(F) Term of Office

Council members shall normally serve a term of two years.

**General Rules for the Council Election
for Teacher-nominated Category**

(A) Interpretation

1. “Teachers” in the context of Council nomination and election refers to serving registered or permitted teachers, including regular and temporary teachers employed on a monthly basis. School heads are also included. Substitute teachers employed on daily rates are not eligible to be nominated or to vote.
2. “Schools” in the context of Council nomination and election refers to all day schools in the territory.

(B) Nomination

School Nominee

1. Only a regular registered teacher supported by the largest number of teachers in the school can be nominated. Schools should conduct a ballot for the nomination and to document the results. All teachers in the school should be notified of the nomination arrangement and the school nominee. Should any school be found in breach of this rule, the candidature of the school nominee may be disqualified.
2. A school with one school head, irrespective of size, is regarded as one school and can put forth only one nomination.
3. A secondary school with a primary section headed by another school head operating on its premises is considered as two schools, and can forward two nominations, one for each section.
4. A bisessional school headed by two principals/headteachers is counted as two schools, and can forward two nominations, one for each session.
5. A teacher who **runs for election as an independent candidate or a candidate in the organisation-nominated category cannot run as a school nominee at the same time.**

Independent Candidate

6. A regular registered teacher may also stand for election as an independent candidate if he/she has the support of 60 serving registered or permitted teachers teaching in the same type of school³.
7. A teacher who **runs for election as a school nominee or a candidate in the organisation-nominated category cannot run as an independent candidate at the same time.**

(C) Electioneering

1. All candidates may arrange for posters, banners, placards and boards to be exhibited in school premises after obtaining permission from their supervisors/heads. Permission must be obtained from the respective District Lands Officer for the display of such materials in public places, e.g. roads, streets, etc.

³ Types of schools include aided secondary schools, government secondary schools, DSS and private secondary schools, aided primary schools, government primary schools, DSS and private primary schools, special schools, and kindergartens.

**General Rules for the Council Election
for Teacher-nominated Category**

2. A candidate may enlist the assistance of helpers on a voluntary basis in conducting his/her electioneering activities. Written approval is required from schools for a candidate to enlist the help of students in the electioneering activities. However, primary or pre-primary pupils are not allowed to engage in any of these activities. For students below the age of 18, written consent of parents or guardians must be obtained beforehand. In no circumstances should normal lessons be interrupted to release students to take part in electioneering activities.
3. A candidate should not have electioneering advertisements published or broadcast in the mass media.
4. A candidate may send printed election materials such as campaign literature, campaign leaflets, posters, etc. to schools. Efforts must be made to ensure that the content of the materials is true and correct. A candidate should note that the provision of election materials is voluntary, and the content of such election materials does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the election materials.
5. The maximum amount of election expenses is HK\$10,000 for a teacher-nominated candidate. A candidate may receive donations for the purposes of meeting his/her election expenses. However, the maximum amount of election expenses stated above should remain unchanged. The Government will not be held responsible for meeting any of the expenses incurred by candidates.
6. Expenses incurred during the election period for the production or purchase of any materials and objects to be used for electioneering are deemed to be election expenses. Honorarium, postage, payments for lunch boxes and press conference are also considered as election expenses.
7. A candidate must maintain a true record of all the donations received and election expenses incurred. Vouchers/receipts for all payments exceeding HK\$50 each and donations exceeding HK\$100 each should also be kept. This is to facilitate investigations in case there are complaints against a candidate spending more than the maximum amount of election expenses on electioneering activities.
8. **A candidate must declare and return a summary of all election expenses** incurred by him/her or on his/her behalf, **if any**, to the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau within two months after the election, i.e. **on or before 26 June 2017**.
9. A candidate must ensure that written consent has been obtained before stating overtly or covertly the support of any person or organisation in any campaign activities, especially in the campaign literature.
10. A candidate should avoid taking part in any activity that is likely to give rise to criticism or allegation of malpractices and should abide by the principle of fairness in election.
11. A candidate should refrain from offering advantages to any person with a view to influencing the latter's decision in voting, or exerting undue influence on others (e.g. making use of one's supervisory role to influence his/her subordinates) for the same purpose.

**General Rules for the Council Election
for Teacher-nominated Category**

12. Complaints of malpractices against any candidates can be lodged in writing with the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau at Room 702, 7/F, Kowloon Government Offices, 405 Nathan Road, Kowloon.
13. Should any candidate be found in breach of the rules set out above, his/her candidature will be disqualified.

Information Sheet on Candidate and Campaign Literature

14. A teacher-nominated candidate can make use of the following arrangements to introduce himself/herself to the voters for the Council Election 2017:

(a) Information Sheet on Candidate (Annex VIIa) (must be submitted)

- A candidate should submit the Information Sheet on Candidate (Annex VIIa) together with the Nomination Form for School Nominee (Annex V)/Independent Candidate (Annex VI). The contents of the Information Sheet should be within the terms of reference of the Council.
- When completing the Information Sheet on Candidate (Annex VIIa), a candidate may give the introduction in Chinese or English in not more than 200 words (punctuation marks excluded), including how to serve the Council within its terms of reference. A recent photograph (1.5 inches × 2 inches) should be affixed to the Information Sheet. A candidate should note that if the introduction exceeds 200 words, the contents from the 201st word will not be published.
- A candidate should note that the content of such Information Sheet on Candidate does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the Information Sheet on Candidate.
- A candidate should submit the Information Sheet on Candidate (Annex VIIa) in both **hard and soft copies** (in a CD-Rom which contains the file in PDF format).

(b) Campaign Literature (Annex VIIb) (optional)

- A candidate can opt whether or not to provide campaign literature (Annex VIIb). A candidate should provide the campaign literature in the space at Annex VIIb, and submit the campaign literature (**if any**) together with the Nomination Form for School Nominee (Annex V)/Independent Candidate (Annex VI).
- A candidate should note that the provision of campaign literature is voluntary, and the content of such campaign literature does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the campaign literature.
- A candidate should submit the Campaign Literature (Annex VIIb) in both **hard and soft copies** (in a CD-Rom which contains the file in PDF format).

**General Rules for the Council Election
for Teacher-nominated Category**

15. The Information Sheet on Candidate (Annex VIIa) and the Campaign Literature (Annex VIIIb) (**if any**) submitted will be attached to the circular memorandum on collection of ballot papers and voting arrangements to be issued to schools in March 2017, and will be uploaded to the website of the Council for voters' reference.

(D) Voting

1. Only serving registered or permitted teachers, including school heads, regular teachers and temporary teachers employed on a monthly basis are eligible to vote (hereafter referred to as voters). Substitute teachers employed on daily rates are not eligible to vote.
2. Voting is conducted on a one-teacher-one-vote basis. Voters should vote for candidates of their respective school type, i.e. teachers from aided secondary schools may vote for candidates from aided secondary schools, teachers from government secondary schools may vote for candidates from government secondary schools, and so on.
3. If a voter teaches in more than one school, he/she will be allowed to vote in the school where he/she is eligible to vote. If a teacher is eligible to vote in more than one school, he/she should opt to exercise his/her voting right in only one of the schools.
4. If a voter teaches both primary and kindergarten/secondary classes in an ordinary school, he/she should opt to vote for the candidate(s) from only one category of schools (i.e. kindergartens, primary schools or secondary schools).
5. All voting must be conducted on the Voting Day (i.e. 12 April 2017), which begins and ends while the school operates. Voters may cast their ballot papers any time on the Voting Day before the vote counting begins. Schools are required to ensure that the voting period is specified and made known to all voters in advance and that vote counting should only commence upon expiry of the voting period.
6. Voters must vote in person in the school they teach. Voters who are absent on the Voting Day shall have their voting right forfeited and shall not be allowed to vote by proxy (to authorise another person to vote on their behalf).
7. Voters should acknowledge receipt of the ballot papers by signing a record sheet kept by the Returning Officers of the school.
8. Voting is to be conducted by secret ballot, i.e. voters are not allowed to put down their names or any other marks of identification on the ballot paper and should not let other voters see whom they have voted for. All voters have to put their ballot papers, including the blank ones, into a ballot box prepared by the school. A secure ballot box should be used and placed at a suitable location such as the General Office. It should be kept under lock and guarded during the voting period.
9. (a) Voters from Secondary Schools:

A voter may vote for **no more than the specified number** of candidates in **the category of secondary schools to which he/she belongs.**

**General Rules for the Council Election
for Teacher-nominated Category**

(b) Voters from Primary Schools:

A voter may vote for **no more than the specified number** of candidates in **the category of primary schools to which he/she belongs.**

(c) Voters from Special Schools:

A voter may vote for **one** candidate in the **category of special schools.**

(d) Voters from Kindergartens:

A voter may vote for a maximum of **two** candidates in the **category of kindergartens.**

10. All teachers, be they voters or not, are encouraged to witness the counting of votes.
11. The votes are to be counted by the Returning Officers under the supervision of the school head, or the deputy head in case the school head is himself/herself a candidate.
12. After the vote counting, the school heads/deputy heads should verify and sign the Voting Results Return Form (attached to the relevant circular memorandum to be issued in late March 2017 and can be downloaded) and have it delivered by hand together with any undistributed ballot papers to the reception counter of their respective Regional Education Office (for secondary, primary and special schools and kindergartens) or the Joint Office for Kindergartens and Child Care Centres (for kindergarten-cum-child care centres) **before 4:00 pm on Thursday, 13 April 2017.** Voting results returned after the deadline will not be counted.
13. School heads/deputy heads are required to put all the distributed ballot papers [i.e. valid ballot papers cast, invalid ballot papers cast (if any) and spoilt ballot papers (if any), etc.] and a copy of the Voting Results Return Form in an envelope, which should then be signed and sealed by them and by the two Returning Officers. School heads/deputy heads should keep the envelope in safe custody for at least six months, to facilitate the Administration's investigation of related complaints received. The Education Bureau may conduct random check on the distributed ballot papers kept by schools.
14. A ballot paper is deemed **invalid** if:
 - the votes given to candidates are more than the number of vacancies to be filled;
 - the votes have not been properly marked;
 - the voter's intention is unclear; or
 - it is marked in such a way that the identity of the voter can be traced.

(E) Election

1. The appropriate number of candidates in each category having the greatest number of valid votes shall be elected. In the context of this paragraph, "appropriate number" in relation to a category means the number of seats of that category indicated in Section (C) of Annex I.

**General Rules for the Council Election
for Teacher-nominated Category**

2. Candidates not elected will be put on a waiting list in a descending order of votes received, i.e. the candidate with the **greatest number of votes** (excluding the elected candidate(s)) will have precedence over the other candidates. A waiting list, if applicable, will be kept for each category. The waiting list shall remain valid throughout the term of office of members, i.e. during the two years from 1 May 2017 to 30 April 2019 inclusive. Should a vacancy arise in any category during the period, the vacant seat shall be filled by the candidate **on the top of the waiting list** of that category.
3. If the number of candidates is not more than the number of seats in a particular category, the candidate(s) concerned will be elected uncontested. If there is no nomination whatsoever, the seat(s) for the category concerned will be left vacant throughout the term and no by-elections will be conducted.
4. When two or more candidates secure the same number of votes, a lot will be cast so as to determine who shall be elected. No by-elections will be conducted for this purpose.
5. If an elected member resigns from office, his/her term of office will terminate immediately. The member is obliged to notify the Education Bureau in writing (or through the Secretariat of the Council).
6. If an elected member is no longer a serving regular registered teacher, or has left the category he/she was serving at the time of the election, or no longer teaches in any one type of schools under the teacher-nominated category [i.e. aided secondary schools, DSS and private secondary schools, aided primary schools, DSS and private primary schools, special schools and kindergartens governed by the Education Ordinance (Cap. 279), as well as government secondary or government primary schools], he/she will cease to be eligible to serve as a Council member and his/her term of office will terminate immediately. He/she is obliged to notify the Education Bureau in writing (or through the Secretariat of the Council). On receiving the notification, the Education Bureau will consider if the member concerned is still eligible to serve as a Council member.
7. Unless under exceptional circumstances, if a member no longer meets the original candidacy requirement (i.e. he/she is no longer a serving regular registered teacher), or no longer teaches in any one type of schools under the teacher-nominated category, he/she will cease to be eligible to serve as a Council member and his/her term of office will terminate immediately. The Education Bureau will send a letter to notify the member concerned.
8. If a member resigns from office or is no longer eligible to serve as a Council member leading to seat vacancy, subject to the availability of a waiting list, the seat thus vacated shall be filled by a candidate on the list according to the order of priority (irrespective of the length of the remaining term of office). If there is no waiting list, or if the waiting list has been exhausted, or the candidates on the list cease to be eligible to serve on the Council, a by-election will only be held for the seat if the remaining term of office of the newly-elected member, as verified and confirmed by the Education Bureau, exceeds six months; otherwise no by-election will be held and the seat will be left vacant for the remaining term of office.

**General Rules for the Council Election
for Teacher-nominated Category**

(F) Council's Procedural Guidelines and Rules

1. The Council's Procedural Guidelines and Rules sets out the structure of the Council, standing orders and procedures of meetings, the terms of reference of and relationships between various Committees, etc. All Council members shall strictly observe the requirements therein.

(G) Conduct of Members

1. Candidates should demonstrate high standards of professional conduct, without any record of conviction for an offence punishable with imprisonment, or cancellation of teacher registration by the Education Bureau for professional misconduct.
2. In nominating a candidate for the Council Election, the responsible person of the school should pay attention to whether a nominee is eligible for candidacy (for the teacher-nominated category, only serving regular registered teachers are eligible for candidacy), whether he/she has been convicted of an offence punishable with imprisonment or whether his/her teacher registration has been cancelled by the Education Bureau for professional misconduct.
3. If during his/her term of office, an elected member is convicted of an offence punishable with imprisonment or his/her teacher registration is cancelled by the Education Bureau for professional misconduct, he/she is obliged to notify the Education Bureau (or through the Secretariat of the Council). On receiving the notification, the Education Bureau will consider whether he/she is suitable to remain in office as a Council member.
4. Members should strictly comply with the principle of confidentiality for case handling and the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486) when handling disputes or cases of alleged misconduct involving educators.

Election of the Council on Professional Conduct in Education 2017

Time Schedule

(for reference by Teacher-nominated Category)

Date	Events
13 January 2017 (Friday)	Circular memorandum to schools inviting nominations for the Council Election 2017.
24 February 2017 12:00 noon (Friday)	<p>Deadline for nomination.</p> <ul style="list-style-type: none"> • <u>School Nominees</u> should submit the Nomination Form for School Nominee (Annex V) together with the Information Sheet on Candidate (Annex VIIa), and the Campaign Literature (Annex VIIb) (if any) to the respective Chief School Development Officers [CSDO] or the Chief Services Officer (Joint Office for Kindergartens and Child Care Centres) [CServO(JOKC)] before the deadline for nomination. • <u>Independent Candidates</u> should submit the Nomination Form for Independent Candidate (Annex VI) together with the Information Sheet on Candidate (Annex VIIa), and the Campaign Literature (Annex VIIb) (if any) to the Senior Professional Development Officer (Council on Professional Conduct in Education) of the Education Bureau before the deadline for nomination.
10 March 2017 (Friday)	Circular memorandum to schools on preparation for the Council Election, providing details of the nomination of Returning Officers by schools, the Briefing cum Question and Answer Session, and upload of Information Sheets on Candidates to the website of the Council. The Information Sheet on Candidate and Campaign Literature (if any) submitted by candidates will be uploaded to the website of the Council on the same day.
25 March 2017 (Saturday)	Briefing cum Question and Answer Session (schools will be informed of the time and venue in due course).
27 March 2017 (Monday)	Deadline for schools to submit the names of two Returning Officers to the respective CSDO or the CServO(JOKC).
29 March 2017 (Wednesday)	Circular memorandum to schools on collection of ballot papers and voting arrangements, to which Information Sheet on Candidate, Campaign Literature (if any) and ballot paper collection form are attached.

Election of the Council on Professional Conduct in Education 2017

Time Schedule

(for reference by Teacher-nominated Category)

Date	Events
7, 10 & 11 April 2017 (Friday, Monday & Tuesday)	Schools to collect ballot papers from the respective CSDO or the CServO(JOKC). The collection form is attached to the relevant circular memorandum to be issued in March 2017 and can be downloaded.
12 April 2017 (Wednesday)	School Voting Day – Schools should follow the rules as set out in Annex II of this circular memorandum and the Guidance Notes for School Heads and Returning Officers attached to the relevant circular memorandum to be issued in March 2017.
13 April 2017 4:00 pm (Thursday)	Deadline for schools to return the Voting Results Return Form together with any undistributed ballot papers to the respective CSDO or the CServO(JOKC).
26 April 2017 (Wednesday)	Announcement of voting results.
1 May 2017 (Monday)	Commencement of the term of the 12th Council. The Chairperson and Vice-chairperson will be elected in the first meeting.

Addresses of District School Development Sections and Joint Office for Kindergartens and Child Care Centres

For Secondary Primary and Special Schools and Kindergartens, please submit the Nomination Form for School Nominee (Annex V) together with the Information Sheet on Candidate (Annex VIIa), and the Campaign Literature (Annex VIIb) (if any) to the respective Chief School Development Officer.

District School Development Section		Telephone	Address
Hong Kong Regional Education Office	Central & Western	2863 4678	3/F, Cityplaza 3, 14 Taikoo Wan Road, Hong Kong
	Southern	2863 4664	
	Wan Chai	2863 4626	
	Islands	2863 4634	
	Hong Kong East	2863 4649	
Kowloon Regional Education Office	Kowloon City	3698 4141	Podium - 1/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
	Sham Shui Po	3698 4196	
	Sai Kung	3698 4206	
	Kwun Tong	3698 4178	
	Wong Tai Sin	3698 4219	
	Yau Tsim & Mong Kok	3698 4163	
New Territories East Regional Education Office	Tai Po	2639 4856	22/F, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories
	North	2639 4858	
	Sha Tin	2639 4857	
New Territories West Regional Education Office	Kwai Chung & Tsing Yi	2437 5433	19/F, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, New Territories
	Tsuen Wan	2437 5457	
	Tuen Mun	2437 5483	
	Yuen Long	2437 7217	

For Kindergarten-cum-Child Care Centres, please submit the Nomination Form for School Nominee (Annex V) together with the Information Sheet on Candidate (Annex VIIa), and the Campaign Literature (Annex VIIb) (if any) to the Chief Services Officer (Joint Office for Kindergartens and Child Care Centres).

Office	Telephone	Address
Joint Office for Kindergartens and Child Care Centres	3107 2197	Room 602, 6/F, Cityplaza 3, 14 Taikoo Wan Road, Hong Kong

Office Hours:

Mondays to Fridays (except Public Holidays): from 8:30 am to 1:00 pm and from 2:00 pm to 6:00 pm

Election of the Council on Professional Conduct in Education 2017
Nomination Form for School Nominee (Page 1 of 2)

Part A (To be completed by the School Nominee)

Particulars of School Nominee:

Name: (English) _____ (Chinese) _____

Sex: _____ Hong Kong Identity Card/
Passport Number: _____

Date of Birth: _____ Teacher Registration
Number: _____ R
(Please attach a copy of the teacher
registration certificate.)

Type of School: (Please put a “✓” in the appropriate box)

<input type="checkbox"/> Aided Secondary Schools	<input type="checkbox"/> Government Secondary Schools	<input type="checkbox"/> DSS and Private Secondary Schools
<input type="checkbox"/> Aided Primary Schools	<input type="checkbox"/> Government Primary Schools	<input type="checkbox"/> DSS and Private Primary Schools
<input type="checkbox"/> Special Schools	<input type="checkbox"/> Kindergartens	

Name of School: _____

School Address: _____

School Telephone
Number: _____ School Fax Number: _____

Email Address: _____ Telephone Number
(Mobile): _____

I hereby declare that:

- (a) I am willing to stand for election as a school nominee to fill a seat under the teacher-nominated category and try my best to serve the Council within its terms of reference if I am elected by attending Council meetings, assisting in the handling of complaints, etc.;
- (b) there is no record of my having been convicted of any offence punishable with imprisonment or of my teacher registration having been cancelled by the Education Bureau for professional misconduct;
- (c) I have read and understood the contents of the Circular Memorandum on nomination for election as well as the General Rules for the Council Election, and hereby undertake to abide by the requirements under the said Rules; and
- (d) for the purpose of verifying the information provided in this nomination form, I hereby authorise the Education Bureau to, where necessary, access my criminal conviction or teacher registration records kept by the relevant government departments.

Signature of Nominee: _____ Date: _____

**Election of the Council on Professional Conduct in Education 2017
Nomination Form for School Nominee (Page 2 of 2)**

Part B *(To be completed by School Head / Supervisor)*

I confirm that the above-named school nominee is supported by the **largest number of teachers** in the school.

Name of School Head/Supervisor*: _____ Signature: _____

School Chop: _____ Date: _____

This nomination form should be returned together with the Information Sheet on Candidate (Annex VIIa) and a copy of the nominee's teacher registration certificate except for nominees teaching in government schools.

* To be signed by the Supervisor if the nominee is the school head.

<Restricted>

Annex VI

**Election of the Council on Professional Conduct in Education 2017
Nomination Form for Independent Candidate**

Particulars of Independent Candidate:

Name: (English) _____ (Chinese) _____

Sex: _____ Hong Kong Identity Card/
Passport Number: _____

Date of Birth: _____ Teacher Registration
Number: _____ R
(Please attach a copy of the teacher
registration certificate.)

Type of School: (Please put a “✓” in the appropriate box)

<input type="checkbox"/>	Aided Secondary Schools	<input type="checkbox"/>	Government Secondary Schools	<input type="checkbox"/>	DSS and Private Secondary Schools
<input type="checkbox"/>	Aided Primary Schools	<input type="checkbox"/>	Government Primary Schools	<input type="checkbox"/>	DSS and Private Primary Schools
<input type="checkbox"/>	Special Schools	<input type="checkbox"/>	Kindergartens		

Name of School: _____

School Address: _____

School Telephone Number: _____ School Fax Number: _____

Correspondence Address: _____

Telephone Number (Mobile): _____ Fax Number: _____

Email Address: _____

I hereby declare that:

- (a) I am willing to stand for election as an independent candidate to fill a seat in the teacher-nominated category and try my best to serve the Council within its terms of reference if I am elected by attending Council meetings, assisting in the handling of complaints, etc.;
- (b) there is no record of my having been convicted of any offence punishable with imprisonment or of my teacher registration having been cancelled by the Education Bureau for professional misconduct;
- (c) I have read and understood the contents of the Circular Memorandum on nomination for election as well as the General Rules for the Council Election, and hereby undertake to abide by the requirements under the said Rules; and
- (d) for the purpose of verifying the information provided in this nomination form, I hereby authorise the Education Bureau to, where necessary, access my criminal conviction or teacher registration records kept by the relevant government departments.

Signature of Independent Candidate: _____ Date: _____

Please refer to the attached list regarding the names of my nominators (serving registered/permitted teachers teaching in the same type of schools).

二零一七年教育人員專業操守議會選舉
獨立候選人提名表格(提名人姓名附表)

**Election of the Council on Professional Conduct in Education 2017
Nomination Form for Independent Candidate (Attached List of Names of Nominators)**

我們與 _____ 屬同一類別學校的在職檢定或准用教員，現支持其參選教師提名類別的資助中學 / 官立中學 / 直資及私立中學 / 資助小學 / 官立小學 / 直資及私立小學 / 特殊學校 / 幼稚園* 的席位。

We are serving registered teachers or permitted teachers and support _____, to run for election in the same type of schools we belong to, i.e. Aided secondary schools / Government secondary schools / Direct Subsidy Scheme (DSS) and Private secondary schools / Aided primary schools / Government primary schools / DSS and Private primary schools / Special schools / Kindergartens* of the Teacher-nominated Category in the Council election.

(* 請刪去不適用者 Please delete as appropriate)

編號 No.	提名人姓名 (請以正楷填寫) Name of Nominator (in BLOCK LETTERS)		學校名稱 (請以正楷填寫) Name of School (in BLOCK LETTERS)	教員註冊 編號 Teacher Registration Number	提名人簽署 (必須由每位提名人 親自簽署) Nominator's Signature (must be <u>personally</u> signed by each nominator)
	中文 Chinese	英文 (請先寫姓氏) English (Surname first)			
1					
2					
3					
4					
5					
6					
7					
8					

〈 限閱 Restricted 〉

附件 VI (續)
Annex VI (Cont'd)

二零一七年教育人員專業操守議會選舉
獨立候選人提名表格(提名人姓名附表)

Election of the Council on Professional Conduct in Education 2017
Nomination Form for Independent Candidate (Attached List of Names of Nominators)

編號 No.	提名人姓名 (請以正楷填寫) Name of Nominator (in BLOCK LETTERS)		學校名稱 (請以正楷填寫) Name of School (in BLOCK LETTERS)	教員註冊 編號 Teacher Registration Number	提名人簽署 (必須由每位提名人 親自簽署) Nominator's Signature (must be <u>personally</u> signed by each nominator)
	中文 Chinese	英文 (請先寫姓氏) English (Surname first)			
9					
10					
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14					
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16					
17					
18					
19					

二零一七年教育人員專業操守議會選舉
獨立候選人提名表格(提名人姓名附表)

Election of the Council on Professional Conduct in Education 2017
Nomination Form for Independent Candidate (Attached List of Names of Nominators)

編號 No.	提名人姓名 (請以正楷填寫) Name of Nominator (in BLOCK LETTERS)		學校名稱 (請以正楷填寫) Name of School (in BLOCK LETTERS)	教員註冊 編號 Teacher Registration Number	提名人簽署 (必須由每位提名人 親自簽署) Nominator's Signature (must be <u>personally</u> signed by each nominator)
	中文 Chinese	英文 (請先寫姓氏) English (Surname first)			
20					
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30					

二零一七年教育人員專業操守議會選舉
獨立候選人提名表格(提名人姓名附表)

**Election of the Council on Professional Conduct in Education 2017
Nomination Form for Independent Candidate (Attached List of Names of Nominators)**

編號 No.	提名人姓名 (請以正楷填寫) Name of Nominator (in BLOCK LETTERS)		學校名稱 (請以正楷填寫) Name of School (in BLOCK LETTERS)	教員註冊 編號 Teacher Registration Number	提名人簽署 (必須由每位提名人 親自簽署) Nominator's Signature (must be <u>personally</u> signed by each nominator)
	中文 Chinese	英文 (請先寫姓氏) English (Surname first)			
31					
32					
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39					
40					
41					

二零一七年教育人員專業操守議會選舉
獨立候選人提名表格(提名人姓名附表)

Election of the Council on Professional Conduct in Education 2017
Nomination Form for Independent Candidate (Attached List of Names of Nominators)

編號 No.	提名人姓名 (請以正楷填寫) Name of Nominator (in BLOCK LETTERS)		學校名稱 (請以正楷填寫) Name of School (in BLOCK LETTERS)	教員註冊 編號 Teacher Registration Number	提名人簽署 (必須由每位提名人 親自簽署) Nominator's Signature (must be <u>personally</u> signed by each nominator)
	中文 Chinese	英文 (請先寫姓氏) English (Surname first)			
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					

二零一七年教育人員專業操守議會選舉
獨立候選人提名表格(提名人姓名附表)

**Election of the Council on Professional Conduct in Education 2017
Nomination Form for Independent Candidate (Attached List of Names of Nominators)**

編號 No.	提名人性名 (請以正楷填寫) Name of Nominator (in BLOCK LETTERS)		學校名稱 (請以正楷填寫) Name of School (in BLOCK LETTERS)	教員註冊 編號 Teacher Registration Number	提名人簽署 (必須由每位提名 人親自簽署) Nominator's Signature (must be <u>personally</u> signed by each nominator)
	中文 Chinese	英文 (請先寫姓氏) English (Surname first)			
53					
54					
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57					
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59					
60					

此提名表格必須連同候選人資料簡介表(附件VIIa)交回。除非獨立候選人在官立學校任教，否則獨立候選人必須遞交檢定教員證明書副本。

This nomination form should be returned together with the Information Sheet on Candidate (Annex VIIa) and a copy of the candidate's teacher registration certificate except for candidates teaching in government schools.

二零一七年教育人員專業操守議會選舉
Election of the Council on Professional Conduct in Education 2017
候選人資料簡介表 Information Sheet on Candidate

學校提名候選人 / 獨立候選人* 的資料 (適用於教師提名類別)

Particulars of School Nominee/Independent Candidate* (for Teacher-nominated Category)

姓名 (中文)
Name : (Chinese) _____ 博士 / 先生 / 女士*
(英文) Dr / Mr / Ms*
(English) _____

學校名稱 Name of School: _____

類別 School Type: 資助中學 / 官立中學 / 直資及私立中學 / 資助小學 / 官立小學 / 直資及私立小學 / 特殊學校 / 幼稚園*
Aided secondary schools / Government secondary schools / Direct Subsidy Scheme (DSS) and Private secondary schools / Aided primary schools / Government primary schools / DSS and Private primary schools / Special schools / Kindergartens*
(* 請刪去不適用者 Please delete as appropriate)

為方便投票人參閱，候選人須以中文及 / 或英文撰寫候選人簡介，簡述如何配合議會的職權範圍為議會服務。有關中文及 / 或英文的簡介各以不超過 200 字 (不計標點) 為限，而且必須寫在下面的方格內，並最好打印出來。

For ease of reference of voters, a candidate is required to give the introduction in **Chinese and/or English** each in not more than 200 words (punctuation marks excluded), briefly describing how to serve the Council within its terms of reference. The introduction in Chinese and/or English must be written, preferably typewritten, **WITHIN** the box provided below.

一幀近照
A recent photo
(1.5吋 × 2吋)
(1.5 in × 2 in)

候選人簡介 Introduction to Candidate

所有候選人必須提交此候選人資料簡介表，以供夾附於二零一七年三月向學校發出「有關領取選票和投票安排」的通函和上載議會網頁供投票人參考。有關候選人資料簡介表的內容並不代表教育局的立場。就候選人資料簡介表的內容，教育局概不負責。

All candidates must submit this Information Sheet on Candidate which will be attached to the circular memorandum on collection of ballot papers and voting arrangements to be issued to schools in March 2017, and will be uploaded to the website of the Council for voters' reference. The content of such Information Sheet does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the Information Sheet.

二零一七年教育人員專業操守議會選舉
Election of the Council on Professional Conduct in Education 2017
競選刊物 Campaign Literature

候選人可選擇是否在以下空白位置提供競選刊物：

This is optional. A candidate can opt whether or not to provide campaign literature in the space below:

如候選人選擇提供競選刊物，該競選刊物將夾附於二零一七年三月向學校發出「有關領取選票和投票安排」的通函和上載議會網頁供投票人參考。有關競選刊物的內容並不代表教育局的立場。就競選刊物的內容，教育局概不負責。

If a candidate has opted to provide campaign literature, such campaign literature will be attached to the circular memorandum on collection of ballot papers and voting arrangements to be issued to schools in March 2017, and will be uploaded to the website of the Council for voters' reference. The content of such campaign literature does not represent the stance of the Education Bureau. The Education Bureau accepts no responsibility for the content of the campaign literature.

個人資料收集聲明
Statement on Collection of Personal Data

- (1) 教育局按既定的政策和做法處理個人資料。

The Education Bureau will process the personal data collected in accordance with the established policy and practices.

- (2) 此表格所收集的個人資料，將用於辦理教育人員專業操守議會選舉有關的事宜。

The personal data collected from this form will be used for the purpose of Election of the Council on Professional Conduct in Education.

- (3) 本局可把收集所得向政府其他部門/決策局披露，用作上文(2)項中所述的用途。

The data so collected may be disclosed to other government departments/bureaux for the purpose mentioned in (2) above.

- (4) 申請人必須提供有關的個人資料。若未能提供足夠的資料，教育局可能無法辦理有關申請/提供服務。

The provision of personal data is obligatory. If insufficient information is provided, the Education Bureau may not be able to process the application/provide the service.

- (5) 根據《個人資料(私隱)條例》第 18 和 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正你的個人資料。要求查閱個人資料的權利，包括要求提供此表格所載的個人資料的複本。

You have a right of access and correction with respect to the personal data you provide under Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

- (6) 任何與此表格所收集的個人資料有關的查詢，包括要求查閱和改正資料，應提交：

九龍彌敦道405號九龍政府合署7樓702室
教育局高級專業發展主任(操守議會)
電話：2780 8215

Enquiries concerning the personal data collected by means of this form, including any request for access and correction, should be addressed to:

Senior Professional Development Officer
(Council on Professional Conduct in Education)
Education Bureau
Room 702, 7/F, Kowloon Government Offices
405 Nathan Road, Kowloon
Tel: 2780 8215